

**AUTOMOTIVE
EQUIPMENT REPAIR
INSPECTOR HELPER
WG-5823-05**

**TRANSPORTATION
MAINTENANCE**

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JOB SUMMARY

This position is located in the Facilities Management & Airfield Support Department, Facilities Management Division, Transportation Branch, Naval Air Station, Lemoore, CA. Incumbent provides inspection of automotive, construction, light and heavy-duty trucks, material handling and all other miscellaneous equipment. ~~Maintains inventory of all tools, equipment and keeps necessary records~~

Incumbent provides transportation management with reports that reflect preventative maintenance (pm's) inspections and schedules PM's and smog inspections.

DUTIES

30% Assists journeyman level inspector by performing visual and operational inspections. Based on inspections, incumbent determines type and amount of repair to be performed by maintenance personnel, prepares Shop Repair Orders (SRO's), with proper format and clarity to ensure mechanics perform and complete those specific tasks required. After equipment has been inspected and the necessary repair work has been itemized. Incumbent applies proper accounting codes and standard repair time in reference to the applicable flat rate manuals. Also provides time and cost estimates based on data gathered from shop records of same or similar work performed.

10% Performs minimal repairs on vehicles and equipment. Responsible for minor discrepancies such as removing and replacing blown/burnt fuses, light bulbs, windshield wiper blades, broken/missing mirrors, light lenses, etc.

25% Receives completed work orders from Heavy Mobile Equipment Repair Inspector Leader, rechecks to ensure all line items are completed or differed out or cancelled. Update all added line items and part lists, inputs data in computer. Incumbent also closes out all SRO's then files hard copy in vehicle history jacket. Enters all maintenance personnel daily time slips in computer and transfers time onto time cards.

20% Incumbent controls and maintains an active tool inventory to ensure all specialty tools provided by Transportation, remain current and all items are bar-coded and logged in the active inventory listing that describe nomenclature, location, and barcode number. When new tools are acquired, ensures items are properly identified and added to the inventory. Randomly inspects tools to ensure all kits and tools are complete and in good working order. If any items are missing or damaged ensures replacements are ordered, damaged goods are excessed, and correct documentation is processed and the inventory list reflects changes. Performs periodic inventories as required by station instructions or when audits are performed and assists auditors as required. Makes a list of consumable items utilized by shop personnel and makes trips to the station Servmart for item replacement.

10% Incumbent schedules vehicle and equipment PM inspections and smog inspections by preparing and sending letters to customers, or contacting them by telephone. Provides customers with vehicle status, receives telephone calls from customers with in need of roadside service due to breakdowns in the field, transfers verbal information on to a hardcard (NAVFAC 9-11240/13) with acquired information, such as USN number, problem, location of vehicle, activity name, phone number, and location of keys. This information is given to the maintenance personnel to perform and handle the service call.

5% Incumbent may perform administrative duties insuring work generated is directed to appropriate shop mechanics for action such as service calls and service repair orders. Logs in SRO's generated during that period.

If GSA continues in house maintenance then duties must be reidentified to include 203015-phone consultation / admin / cost analysis

SKILL AND KNOWLEDGE

Incumbent must be thoroughly familiar with the various makes, models, and types of automotive and construction equipment to properly detect, diagnose, and prescribe required repairs or adjustments.

Knowledge of shop terminology, equipment accountability codes, and procedures to prepare shop repair orders/work orders. Must know shop procedures and functions pertaining to preventative maintenance and repair of all equipment assigned.

~~The ability to interpret manufacturer's maintenance repair/service manuals applicable to equipment~~ assigned and maintained at this facility. Apply proper time and cost estimates utilizing appropriate flat rate manuals and crash repair guides.

Skill in the minor repair/replacement of fuses, bulbs, mirrors, lenses, windshield wipers, etc.

Skill in the use of basic tools and repair equipment.

Must be able to deal tactfully and courteously with individual customer representatives, maintenance mechanics, and all other transportation personnel.

Must be able to work for prolonged period of time with a minimum amount of supervision.

The ability to set and maintain inventories of tools, times and labor regulations and all appropriate documents and forms.

RESPONSIBILITY

Works under the direction of the Heavy Mobile Equipment Repair Inspector Leader. Is expected to perform assignments on own initiative and judgement, in accordance with written and verbal instructions and adherence to policies set forth by Supervisor. Routine work is performed independently. Work is spot checked periodically for accuracy.

WORK ENVIRONMENT

Majority of work is done inside and under satisfactory conditions with adequate lighting and exposure to a minimum amount of noise level in shop and office area. Occasionally, will be subject to work in inclement weather conditions and work in areas involving dust, high noise level, fumes, grease and dirt while performing a quick safety check and simple minor replacement of accessory parts outdoors.

PHYSICAL EFFORT

Incumbent may have to lift up to 25 pounds, but not repetitiously.

EXPLANATORY STATEMENTS

Work requires a valid state driver's license. Steel-toed safety shoes are also required.